



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J W Carroll**  
Town Clerk: **Clare Evans**

Tel: 01582 708540  
e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

19<sup>th</sup> February 2024

**To: Members of the Community Services Committee**

**Cllrs: Y Farrell (Chair), E Billington, P Burgess, T McMahon, C Rollins, A Slough**

(Copies to other Councillors for information)

## Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 26<sup>th</sup> February 2024 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely: [LINK](#)

**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

## Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

*\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

*The use of images or recordings arising from this is not under the Council's control.*

### 3. **SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

### 4. **MINUTES**

*Pages 6-12*

To approve the minutes of the meeting held on 7<sup>th</sup> November 2023 and 13<sup>th</sup> November 2023.

**Recommendation:** **To confirm the minutes of the Community Services Committee meetings held on 7<sup>th</sup> November 2023 and 13<sup>th</sup> November 2023 and for these to be signed by the Chairman.**

### 5. **CENTRAL BEDFORDSHIRE COUNCIL YOUTH SUPPORT SERVICES**

The current Youth Work in Central Bedfordshire is delivered in a hybrid way, with contracts, grants, and some in-house delivery. The current Youth Support Services contract with Groundwork, with a value of £1.13m, was awarded for five years in September 2019 and is due to end later this year. Central Bedfordshire Council Children's Services - Partnerships & Youth Service is leading on the tender for the new contract, which is believed to start on the 1st of September 2024.

Central Bedfordshire Council are looking for an organisation that is experienced and understands this youth work approach and can work in partnership with Central Bedfordshire Council, Town Councils and the Voluntary and Community Sector to develop the most effective offer possible to support young people to achieve the best possible outcomes, through a prime provider model.

To ensure the young people in Houghton Regis get the best possible access to youth support, Officers would like the authority to talk and engage with possible providers to discuss whether a consortium approach could work. The prime provider would take the lead on tendering and would officially be awarded the contract if they were successful.

This partnering approach would hopefully complement the activities already delivered by the Town Council through external funding and self-delivery projects.

**Recommendation:** **To delegate authority to the Head of Environment and Community Services to openly discuss and engage with possible Central Bedfordshire Council – Youth Support Services Contract tenderers.**



Regulations 2015 requires the Town Council to use both the Contract Finders website and Find-a-Tender to advertise contract opportunities and set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

Officers will advertise the opportunity for two years with a maximum contract value of circa £50,000. Once received, costings will be returned to the committee for endorsement before a contract award.

**Recommendation: To endorse the advertisement of the Houghton Regis Town Council Bedford Square Toilets Cleaning Tender on both the Contract Finders website and Find-a-Tender platforms.**

## 10. HERITAGE HORIZONS

Funded by The National Lottery Heritage Fund, Heritage Horizons will support 12 Bedford, Central Bedfordshire and Luton practitioners to deliver heritage commissions across various areas. In addition to the commission, participants will receive capacity-building and network development support to enable them to realise applicable step-changes in their practice.

The Heritage Horizons project will be delivered across three commissioning tiers;

- Exchange (£2,000-4,000)
- Develop (£5,000-9,000)
- Transform (£10,000-15,000)

Officers have already attended an introduction event held at the University of Bedfordshire, organised by the Culture and Community Engagement team. It is believed that a submission would be beneficial in the delivery of the UKSPF Cultural projects.

**Recommendation: To consider and endorse that a suitable application be made to the Heritage Horizons Fund to deliver a heritage commission to enhance the history of Houghton Regis.**

## 11. SMALL PROJECT GRANTS

Members are advised that the following Small Project Grant has been awarded under delegated authority.

- Community Link Project - £200.00

*This report is provided for information purposes.*

## 12. RENEWAL OF SERVICE LEVEL AGREEMENT WITH BEDFORDSHIRE POLICE

Members are invited to consider the Service Level Agreement with Bedfordshire Police to deliver high-visibility policing in Houghton Regis under Operation Hana for 2024/25.

The current contract runs until 31st March 2024.

Members are advised that the officer hourly rates have increased. This was taken into account during the budget-setting process.

Members can obtain a copy of the draft SLA from the Community Services Manager if desired.

**Recommendation: To agree to the Service Level Agreement with Bedfordshire Police to deliver high visibility policing in Houghton Regis under Operation Hana for 2024/25 and for this to be signed by the Chair of the Community Services Committee.**

### 13. INCOME AND EXPENDITURE REPORT

*Pages 35-40*

Members will find attached the income and expenditure report, highlighting significant variances, for the Community Services Committee to date.

*This report is provided for information purposes only.*

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

## HOUGHTON REGIS TOWN COUNCIL

### Community Services Committee

#### Minutes of the meeting held on

7<sup>th</sup> November 2023 at 7.00pm

Present:	Councillors:	Y Farrell N Batchelor E Billington J Carroll T McMahon A Slough	Chair  Substitute
	Officers:	Ian Haynes Amanda Samuels	Head of Environmental & Community Services Administration Officer
Also present:	Public:	8	
Apologies:	Councillor:	P Burgess A Perry	SORTED
Absent:		C Rollins	

#### 12588 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr P Burgess, (Cllr Carroll substituted).

#### 12589 QUESTIONS FROM THE PUBLIC

None.

#### 12590 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr McMahon declared a non-pecuniary interest in the grant for the Heritage Society as she was a trustee of the Houghton Regis Heritage Society Committee. Cllr McMahon advised she would abstain from discussions relating to this organisation.

#### 12591 MINUTES

To approve the minutes of the meeting held on 17<sup>th</sup> July 2023

**Resolved:** To confirm the minutes of the Community Services Committee meeting held on 17<sup>th</sup> July 2023 and for these to be signed by the Chairman.

#### 12592 KEY PARTNERS – ANNUAL REVIEW OF EXISTING

Representatives from the listed organisations had been invited to the meeting to present their annual review/update. Members were reminded that Key Partner status had been awarded to these organisations for the financial years 2020/21, 2021/22, 2022/23 and 2023/24. The following summarises the amount of the Key Partner award:

Dunstable & District CAB	£2,000
SORTED	£2,000
Keech Hospice Care	£2,500
South Beds Dial A Ride	£1,125.50
Houghton Regis Memorial Hall	£2,000
Full House Theatre	£1,500
Houghton Regis Heritage Society	£500

**Resolved: To approve the release of funding as detailed for the financial year 2023/24**

#### 12593 KEY PARTNER - GRANT APPLICATIONS 2024-2028

Members were advised that the meeting was being held ahead of the budget-setting process to enable suitable budget provision to be made in 2024/25. It was thought that the council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan. As such it was suggested that members might like to consider it desirable to restrict the Key Partner grant to a desirable budget level. It was suggested that the total budget attributable to Key Partner grants be capped at £15,000.

Applicants for Key Partner status were invited to attend the meeting to present their application to members and respond to queries. Members were then invited to approve Key Partner status and to determine the level of Key Partner grant.

<b>Applicant</b>	<b>Amount requested</b>
South Beds Dial a Ride	£2,500
Dunstable & District CAB	£4,000 - £5,000
Community Link Project – Singing Care Initiative	£4,000
Full House Theatre	£5,000
Heritage Society	£1,200
Houghton Regis Ladies Group	£1,000
Memorial Hall	£4,000
Keech Hospice Care	£5,000
SORTED	£2,000

It was agreed to follow the guidance and to agree that grant amounts would be halved with 10% added to this figure.

It was thought that, where possible, more detailed demographic data could provide useful information when attempting to establish the relative merits of the applications. Additionally, the growth taking place in Houghton Regis needed to be reflected in future funding; however, this was something that would be explored further once the Corporate Plan was finalised.

It was suggested that a Project Grant would be a more suitable source of funding for the Heritage Society and the Houghton Regis Ladies Group in 23/24 and it was possible to approve funding for these organisations from the project grants. An all-encompassing review of the 5-year plan could then take place after a 12-month period, once the Corporate Plan and Budget were in place.

With the Heritage Society and the Houghton Regis Ladies Group receiving a Project Grant, this would leave the Key Partner grants at a sum of £15,538.05, which would be in line with the £15,000 cap.

Amendments to the recommendation were proposed by Cllr Billington to accept the guidance that grants were awarded at 50% of the requested sum, plus 10%, and that the Heritage Society and the Houghton Regis Ladies Group application be transferred to the Project Grant scheme. A further amendment was proposed to agree to an extensive review being scheduled in a year's time to encompass all grant recipients. These proposed amendments were seconded by Cllr Carroll with the vote carried unanimously. Members voted unanimously in favour of the amended recommendations.

- Resolved:**
1. **To accept the guidance of a £15,000 cap and Key Partnership grants awarded at 50% of the requested sum plus an additional 10%.**
  2. **To approve the removal of the Heritage Society and the Houghton Regis Ladies Group from the Key Partner grant application and provide funding via the Project Grant scheme.**
  3. **To hold an extensive review encompassing all grants in 2024.**

## 12594 PROJECT GRANT SCHEME

Members were advised that the following applications had been received for a Project Grant.

<b>Applicant</b>	<b>Total project cost</b>	<b>Amount requested</b>	<b>Brief description</b>
Recycled Teenagers	£1,475	£800	To support social activities for elderly residents
Parkside Over 50's Club	£990	£792	To support an affordable theatre trip

Heritage Society	£2,052	£1,200	To fund the software licence fee and Public Liability Insurance
Houghton Regis Ladies Group	£1,000	£1,000	To cover hall costs and publicity

Members were advised that £3,800 remained in the budget for 2023/24 prior to the below awards.

**Resolved: To approve the Project Grant applications as follows:**

**Recycled Teenagers - £800**  
**Parkside over 50's Club - £792**  
**Houghton Regis Ladies Group - £800**  
**Heritage Society - £800 in 2024/25**

## **12595 GRANTS**

Members were advised that the following Small Projects Grant had been awarded under delegated authority:

Houghton Regis Helpers	£190.00
------------------------	---------

**Resolved: To note the End of Award Reports.**

**The Chairman declared the meeting closed at 8.37pm**

**Dated this 26<sup>th</sup> day of February 2024**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**Minutes of the meeting held on**  
**13<sup>th</sup> November 2023 at 7.00pm**

Present: Councillors: Y Farrell Chairman  
N Batchelor  
J Carroll (Substitute)  
T McMahon  
C Rollins  
A Slough

Officers: Ian Haynes Head of Environmental &  
Community Services  
Tara Earnshaw Community Development Officer  
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: P Burgess  
E Billington

**12596 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Burgess (Cllr Carroll substituted) and Cllr Billington.

**12597 QUESTIONS FROM THE PUBLIC**

None.

**12598 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12599 REPORT FROM GROUNDWORK**

A representative from the groundwork team was not in attendance to provide a verbal update/report.

**12600 YOUTH AND COMMUNITY SERVICES UPDATE**

Members were provided with an update on work undertaken by the Community Development Officer for July – October 2023.

A trip to Southend-on-Sea with the Later Living Social Group had taken place in September. The monthly Meet and Treat meetings had also taken place and the group had met to discuss future activities. A theatre trip and a partnership buffet with Recycled Teenagers were planned and both events had received significant uptake.

Family Fun Days had run through this period, including the re-organised skate jam event and these had also proved to be very popular and well received by the community. A craft event would also occur in conjunction with the library at the end of November.

The Youth Council had continued volunteering at all Houghton Regis events and held a Halloween party that had also proved popular. There had been some departures from the Youth Council team; however, three new members had recently joined.

Following the success of the YIF grant, the Town Council recruited a team to deliver a youth provision across Parkside and Tithe Farm and the team had met with a number of young people since the scheme began in mid-September. The Baptist Church had been booked for the following six months to provide a suitable environment for the youth workers to continue delivering this service. It was hoped that a similar location would be found for the Tithe Farm Road team.

The Youth Café continued to attract a steady number of young people and provided a space for them to employ their cooking skills. Other activities had also been arranged including crazy golf and inflatable fun.

**Resolved: To note the report.**

**12601 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group	8 <sup>th</sup> June, 6 <sup>th</sup> July and 24 <sup>th</sup> August
Combating Crime Working Group	21 <sup>st</sup> June, 19 <sup>th</sup> July, 16 <sup>th</sup> August and 20 <sup>th</sup> September

**Resolved: To receive the following Minutes:**

<b>Events Working Group</b>	<b>8<sup>th</sup> June, 6<sup>th</sup> July and 24<sup>th</sup> August</b>
<b>Combating Crime Working Group</b>	<b>21<sup>st</sup> June, 19<sup>th</sup> July, 16<sup>th</sup> August and 20<sup>th</sup> September</b>

**12602 BT PAYPHONE ADOPTION**

BT had identified the public payphone at the Junction Windsor Drive, Lowry Drive, Houghton Regis LU5 5SJ as no longer needed. There was an opportunity for the Town Council to adopt the payphone as an asset for ongoing use.

It was suggested that the kiosk could house a defibrillator if the adoption application were accepted. The Friends of Windsor Drive would also have an interest in using the sides of the payphone as a noticeboard for items of local interest.

**Resolved: To consider and endorse that the Town Council requests to adopt the payphone at the Junction Windsor Drive, PCO1 Lowry Drive, Houghton Regis, Dunstable LU5 5SJ – 01582, for use as a community asset.**

**12603 INCOME AND EXPENDITURE REPORT**

Members were provided with the income and expenditure report, highlighting significant variances, for the Community Services Committee to date.

It was queried why only a fraction of the allocated budget for Enviro-Crime appeared to have been spent. It was explained that the figures reflected more of items already invoiced rather than committed expenditure and would increase once outstanding invoices were processed. Increases in expenditure were also expected for promotional materials which had remained low.

#### **12604 THE MILLION HOURS FUND**

This fund was open to bids from £30,000-£100,000 and was to provide extra support to young people in areas where they were at risk of anti-social behaviour. The Old Houghton Hall Ward met the criteria to be eligible for the award, based on the number of calls from residents relating to anti-social behaviour, and the application would most likely be centred around the village green. The award needed to be spent by March 2026 although it was not expected to be implemented before 1<sup>st</sup> April 2024. Any funds were likely to be allocated to lead youth workers or youth support workers, focussing on getting teams into schools.

**Resolved: To consider and endorse that a suitable application be made to The Million Hours Fund to enhance the provision in the Old Central Bedfordshire Houghton Hall Ward.**

#### **12605 PARKSIDE RECREATION GROUND PAVILION (REMODELLING FEASIBILITY) OR PARKSIDE COMMUNITY HUB UPDATE**

At its meeting held on the 2<sup>nd</sup> of October, the Town Council was presented with the considerations of the Community Services Committee from the 17<sup>th</sup> of July 2023. The following recommendations have been resolved (minute item 12571):

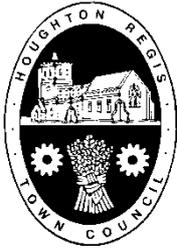
1. To advise the Community Services Committee that Town Council considered their resolution put forward from its meeting on 21st July but, on balance, felt that the Town Council corporate plan process should be concluded and the supporting Town Council budget be considered and agreed before a consultation exercise being carried out with residents;
2. To encourage the Community Services Committee to consider an informal approach being made to potential stakeholders to gauge their interest and support for community hubs.

Therefore, this item would be brought back to the Community Services Committee for consideration after the Town Council corporate plan has been completed.

**The Chairman declared the meeting closed at 7.38pm**

**Dated this 26<sup>th</sup> day of February 2024**

**Chairman**



## **COMMUNITY SERVICES COMMITTEE**

**Agenda Item 6.**

---

<b>Date:</b>	<b>26<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Houghton Regis Town Council Youth and Community Services Update</b>
<b>Purpose of the Report:</b>	<b>To provide members with an update on recent youth and community work.</b>
<b>Contact Officer:</b>	<b>Tara Earnshaw, Community Services Manager</b>

---

### **1. RECOMMENDATION**

To note the report

### **2. BACKGROUND**

Houghton Regis Town Council delivers a variety of Youth and Community initiatives, including Youth Services, Later Living Social Group, Town Centre Initiatives, Summer and Easter Family Fun Days and trips, as well as promoting the delivery of the Welcome Pack to residents moving into the new development, and partnership working with various groups and organisations.

This report sets out the work delivered and plans for future initiatives.

### **3. ISSUES FOR CONSIDERATION**

#### **YOUTH SERVICES**

**Youth Council** - The Youth Council has met four times since the last community services meeting. They have volunteered at Remembrance Sunday, Crafty November, Santa Float, Carol Service, and Santa's Grotto and enjoyed a Christmas celebration meal in recognition of their continued volunteering and support to the Town Council.

We currently have 14 Youth Council members working on the launch for their #knifefree Houghton campaign, where they are planning fun activities such as a gaming bus and graffiti artist to encourage participation at the launch.

**Youth Café** - The Youth Council is working alongside the Youth Café to launch the #Knifefree initiative. They are arranging for a gaming bus, graffiti artist and refreshments to be in attendance to enhance this initiative. It is hoped that this will be delivered during the Easter Holidays.

Youth Café continues to provide a safe space for young people within the community. This delivery period has seen numbers consistently stay around 15 attendees, with sporadic peaks of 20 participants. Young people who access other youth provisions within the area have started to attend more frequently, enjoying the benefits of connecting with their peers.

Many young people from the Youth Council attend the sessions, and they have significantly influenced how the culture of the provision is moving. They are fun-loving, respectful, inclusive young people who are patient and kind towards all young people who attend. This helps young people feel safe, as due to their numbers and the fact that most of them are female and year ten or older, it helps to bring a youthful but mature balance to the sessions.

The provisions' core continues to be built on community, and young people are always invited to learn new cooking skills, kitchen etiquette, and simple recipes. There is still a good balance of male and female members attending. The even balance seems to work well, ensuring that ideas for future enhanced activities are fair and representative of gender preferences within the community.

**Youth Investment Fund (YIF)** - Since the last meeting, staff have continued to deliver a youth session at the Baptist Church and detached sessions. Whilst we wait for the Tithe Farm Recreation Ground 3G AFP to be completed, the staff team will deliver Youth Work from Sandringham Hub on Tuesday and continue to provide an open access session on Thursdays at the Baptist Church. Hopefully, the youth provision will move from the Baptist Church to this location once the pavilion is opened.

Several meetings have occurred with Beds FA to discuss using the 3G AFP as part of the youth offer once the provision relocates.

The staff team is working alongside young people to arrange scooter and BMX 6x weekly sessions that will lead directly into the Skate Jam event, where they can compete to win prizes and watch professionals deliver a stunt display. Other organisations that work with young people will be invited to have a stall at this event and organise a climbing activity and food refreshment stalls.

The YIF provision has been based in the Baptist Church on Tuesday evenings since September 2023. Twenty-two young people have attended the provision, averaging ten young people per session. Staff have consulted with young people on equipment and activities they want to participate in, and they have expressed happiness with their new gaming console, cooking activities and arts and crafts. They have also said they would like increased sporting activities and possible day trips in warmer/drier months ahead.

Detached sessions throughout the area of Tithe Farm and areas just outside Tithe Farm have taken place, and staff are predominantly targeting locations where the young people tend to congregate when the weather is terrible, such as Bedford Square, Morrisons and Hillborough Crescent. Staff have spoken to an average of 4-5 young people at each session and engaged them in conversations around youth provision in the area and building trusting relationships.

**Family Fun Days** - Staff are in the planning stages of preparing the Easter and Summer fun events. Given the previous year's success, the delivery method will be the same with a coach trip during the Easter and Summer holidays and activities delivered weekly for the first four weeks.

**Community Activities** - The staff team delivered crafty November activities, including wreath-making for adults and Christmas craft activities for children. The team are currently working towards the delivery of the annual skate jam and, in the next month, will be planning for 2024/25 community activities.

**Houghton Regis Later Living Social Group** - Since the last meeting, the group has met three times and has held two tea and treat sessions with around 20-35 people in attendance. The group is holding the All Saints View tea and treat sessions.

The group plans a trip where residents can explore the canal in Hemel Hempstead on a canal boat. The group has produced a newsletter and has engaged with over 100 retired residents since it was formed two years ago. The number of residents in the group is increasing every month.

**To welcome new residents** - Staff continue to assemble welcome packs in preparation for delivery to new residents.

**Shop Local** - Shop local merchandise has been given out at events and used as giveaways in the welcome packs to encourage new residents to shop local.

**Partnership working with the Community Link Project** - The Community Link Project has successfully secured funding to deliver a project to help residents with the cost of living. The Town Council supports this initiative through the planning, preparation, and delivery.

The initiative aims to put together packs that can be distributed to those who need them via groups and organisations in the community. Packs will be themed around the following headings: household, hygiene, keeping warm, and adding water. In addition to these packs' items for period poverty, babies, the hidden homeless and ad hoc items will also be purchased and distributed.

## 5. HRTC CORPORATE PLAN

**1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.4 Develop an annual programme of community events across the Parish.

**2 Local Services and Facilities: To provide a broad range of high-quality services and facilities for our residents, visitors and businesses**

- 2.2 Continue to work with key partners to address crime and anti-social behaviour.
- 2.3 Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.
- 2.7 Promote awareness of our town, its assets and opportunities for businesses and investment.

**3 Quality of Life: To enhance the quality of life of our residents**

- 3.1 Improve environmental quality and sustainability.
- 3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

**4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

- 4.2 Identify external/ partnership funding sources for council projects.
- 4.5 Enhance the role of the council.

**6. IMPLICATIONS**

**Corporate Implications** - There are no corporate implications arising from the recommendations.

**Legal Implications** - There are no legal implications.

**Financial Implications** – Some funding opportunities will come to their natural end during the new financial year. Therefore, during the 2025/26 budget-setting process, consideration needs to be given about whether these activities will continue.

**Risk Implications** - There are no risk implications.

**Equalities Implications** - Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

These projects/issues do not discriminate.

**Climate Change Implications** - There are no climate change implications.

**Press Contact** - Deliveries of these projects will continue to be communicated to the press.

## **7. CONCLUSION AND NEXT STEPS**

This report summarises the ongoing projects being delivered and plans for future initiatives provided by the Community Services Manager and the Youth Work Team.

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 5<sup>th</sup> October 2023 at 5.30pm**

Present:	Councillors:	Y Farrell N Batchelor T McMahon C Rollins	Chairman
	Officers:	Sarah Gelsthorp Amanda Samuels	Civic and Events Manager Administrative Officer
	Also in attendance:	PC Jack Hollands	Bedfordshire Police
Apologies:	Councillor:	A Slough Sgt. Donaldson	

Absent:

**EWG869 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Slough and Sgt Donaldson

**EWG870 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EWG871 MINUTES**

To approve the Minutes of the meeting held on 24<sup>th</sup> August 2023.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 24<sup>th</sup> August 2023.**

**EWG872 HOUGHTON ROCKS REVIEW**

(Cllr Batchelor arrived at 17.38pm)

Members were invited to discuss Houghton Rocks, held on Saturday, 2nd September 2023. Members were invited to comment on the success of the event and to suggest elements for change or review, moving forward.

It was generally agreed that the event had been safe and well attended and that it had received good feedback. There had been no incidents to report from the day.

**Resolved: To agree that the event had been a success and had passed without incident.**

**EWG873 FIREWORKS DISPLAY**

A verbal update was provided at the meeting.

Members were advised that 1400 homes had been leafleted regarding road closures and a new map had been produced showing the amended 50m exclusion zone. Members also received an update on road closures, parking, timings and numbers expected.

It was agreed that a discussion was required regarding whether to continue with the event and, if so, the need to source a new location for any future dates. Noise and environmental factors had to be considered, with the cost of silent or eco-friendly alternatives likely to add significantly to the budget. These considerations needed to be factored into the strategic plan.

**Resolved: To note the report.**

#### **EWG874 SANTA'S GROTTO**

Members were requested to note that Central Bedfordshire Council had been contacted with regards to hiring the Atrium for a craft fair to run from 10 am – 2 pm alongside the Santa's Grotto.

At the time of preparing the agenda, investigations were being made regarding booking a children's entertainer to entertain the families queuing at the event.

Members were asked to consider if a face painter should be booked for the event, at a cost to the Council, in order to provide this as a free activity to the families.

**Resolved:**

- 1. To note the report.**
- 2. To pay a face painter to attend the event, in order to provide free face painting for the children.**

#### **EWG875 PROGRAMME OF EVENTS 24/25**

At the previous meeting, members agreed on the date of the 2024 Carnival as Saturday 13<sup>th</sup> July 2024. Other suggested events and dates were as follows, subject to the dates being available at the venues:

- Pride of Houghton Awards 11<sup>th</sup> May 2024
- Skate Jam Event 22<sup>nd</sup> July 2024
- Open Air Cinema 23<sup>rd</sup> July 2024
- Houghton Rocks 7<sup>th</sup> September 2024
- Fireworks Display 2<sup>nd</sup> November 2024 (Saturday)
- Santa's Grotto 14<sup>th</sup> December 2024
- Easter Egg Hunt 12<sup>th</sup> April 2025

The budget requested to run the events was £52,000 and the anticipated breakdown of costs per event was provided.

The Skate Jam Event was being planned for 27<sup>th</sup> October 2023, owing to the rain at the July 2023 event. Members were informed that the Community Services Manager would be running this.

---

Other events to be considered were the 80<sup>th</sup> anniversary of VE Day and to celebrate the 21<sup>st</sup> birthday of Regis the lion. Both events would be discussed further at the next meeting.

- Resolved:**
1. **To confirm the programme of events for 24/25**
  2. **To defer the budget request pending costs for the Fireworks Event 2024 and a VE Anniversary event.**
  3. **To investigate costs for silent / eco Fireworks.**

#### **EWG876 CARNIVAL 2024**

Members were asked to consider the following ideas for Carnival 2024, to complement the theme of Magic and Mystery:

- Queen Musical Tribute Band
- Bird of Prey Display

Members were asked to note that a compere for the event had been booked at a cost of £350.

- Resolved:** **For the Civic and Events Manager to investigate the ideas noted above.**

#### **EWG877 FUTURE EVENTS / QUESTIONS**

All the proposed events up until 31<sup>st</sup> December 2023, with the exception of the Santa Float, had been included on the agenda.

Events planned until the end of the Council Year in May 2024 were:

- Easter Egg Hunt (27<sup>th</sup> March 2024)
- Possible VE Event (circa 8<sup>th</sup> May 2024).

Members were invited to ask questions regarding future events.

**The Chairman declared the meeting closed at 18.20 pm**

**Dated this day of 26<sup>th</sup> October 2023**

**Chairman**

## HOUGHTON REGIS TOWN COUNCIL

### Events Working Group Minutes of the meeting held on Thursday 26<sup>th</sup> October at 5.30pm

Present:	Councillors:	Y Farrell N Batchelor T McMahon	Chairman
	Officers:	Sarah Gelsthorp Amanda Samuels	Civic and Events Manager Administration Officer
Apologies:	Councillor:	A Slough	
	Officer:	I Haynes	Head of Environmental & Community Services
Absent:		C Rollins Sgt Ryan Donaldson	Bedfordshire Police

#### **EWG878 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from A Slough & I Haynes

#### **EWG879 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

#### **EWG880 MINUTES**

The incorrect minutes had been presented and therefore approval of the minutes was deferred until the next meeting.

**Resolved: To defer approval of the minutes of the Events Working Group meeting held on 5<sup>th</sup> October 2023.**

#### **EWG881 FIREWORKS**

The Fireworks Display was scheduled for Sunday 5<sup>th</sup> November 2023 at the land at Windsor Drive.

A draft Marshals' Information booklet had been provided but there remained some vacancies to be filled. Members were requested to confirm which roles they could undertake. A final document would be forwarded by email once the vacancies were filled.

A Serious Incident Management Plan had been created and the model document was provided, along with a Serious Incident Contact Card (SICC). The health and safety of the event was discussed and all Members were requested to provide their mobile numbers as a Health & safety measure, which was agreed by all.

---

Timelines for the day were confirmed as follows:

- 08.00 Bubbles and the Grounds Team arrive
- 16.00 Civic & Events Manager and Community Services Manager arrive  
Grounds Team return
- 17.00 Security and police support arrive
- 18.30 Road closed
- 19.00 Display to start

Final discussions had taken place with the sound team. It was also confirmed that provision had been made for the sale of burgers and coffee, an amended map had been produced and signage and parking had been agreed. The Civic and Events Manager also agreed to check that the SOS bus was at full capacity for the event.

**Resolved To note the report**

#### **EWG882 SANTA'S GROTTO**

The Santa's Grotto had been scheduled for Saturday 9th December 2023.

Members were asked to note that the children's entertainer and a face painter had been booked. Additionally, the Bedford Square atrium had been booked for the craft market and there had been a good take up on stalls.

It was also noted that discussions were taking place with the Town Clerk regarding the Market Charter.

**Resolved To note the report**

#### **EWG883 SANTA FLOAT**

There were no updates regarding the Santa float.

#### **EWG884 CARNIVAL 2024**

Members were asked to note that the stall and procession application forms had been sent out.

It had been suggested that Regis the Lion's 21<sup>st</sup> Birthday should be incorporated where possible into events in the coming year, which could easily be included at both Carnival and Houghton Rocks. A competition to mark the anniversary was also suggested.

A reply had been received from an organisation who could provide their own 3x3m gazebo for outdoor events and set up the interactive animal encounters stand within this. They were self-contained and could provide all their own equipment.

The fee would be £200 for up to 3 hours max running time. Additional hours were £55 per hour for a maximum of up to 5 hours event open time. The price included their full range of animals, two fully trained presenters (at least one of which would always be a professional zookeeper) and their set up, pack up and travel time. They also offered owl handling opportunities for £3 a go, or two for £5 during the event, to make up the remainder of their usual fee. This would save money from their full price and go back into the care of the animals. Otherwise, the fee would be £336 for up to three hours event time, then £55 per additional hour, for a maximum of 5 hours open time.

**Resolved        To book the Bird of Prey Display at the non-discounted rate to allow the display to be offered free to the public.**

#### **EWG885    FUTURE EVENTS / QUESTIONS**

All the proposed events up until 31<sup>st</sup> December 2023, with the exception of the Santa Float, had been included on the agenda.

Events planned until the end of the Council Year in May 2024 were:

- Easter Egg Hunt (27<sup>th</sup> March 2024)
- VE Celebrations (May 2024)
- Pride of Houghton Awards (11<sup>th</sup> May 2024)

Members were invited to ask questions regarding future events.

**The Chairman declared the meeting closed at 6.03pm**

**Dated this day of 29<sup>th</sup> November 2023**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 30<sup>th</sup> November 2023 at 5.30pm**

Present:	Councillors:	Y Farrell N Batchelor T McMahon	Chairman
	Officers:	Sarah Gelsthorp Ian Haynes Amanda Samuels	Civic and Events Officer Head of Environmental and Community Services Administration Officer
	Police:	Sgt Slav Konopka	Bedfordshire Police
Apologies:	Councillors:	C Rollins	
Absent:		A Slough	

**EW886 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr C Rollins.

**EW887 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EW888 MINUTES**

To approve the Minutes of the meeting held on 5<sup>th</sup> October and 26<sup>th</sup> October 2023

**Resolved: To confirm the minutes of the Events Working Group meeting held on 5<sup>th</sup> October and 26<sup>th</sup> October 2023.**

**EW889 CO-OPTION**

Members received an application from Ken Wattingham, to become co-opted on to the Events Working Group until May 2024. Members were requested to consider the co-option.

**Resolved To co-opt Ken Wattingham on to the Events Working Group.**

**EW890 FIREWORKS 2024 DISCUSSION**

Members were asked to confirm if a Fireworks Display should be held in 2024.

Members were informed that the venue for the 2023 fireworks would be unavailable for future displays and, if a display were to go ahead, a new venue would need to be found.

It was highlighted that should Houghton Regis Town Council meet the necessary criteria, there would be £8,000 from the UK Shared Prosperity Fund available for future events.

It was agreed that more environmentally friendly options should be explored, e.g., silent fireworks, lasers, drones etc; however, it was felt that this should be presented at the Community Services meeting when more members would be present to discuss potential options. It was therefore proposed to change the resolution in support of an event in 2024, with the nature of the event to be decided at a later date.

Proposed by: Cllr McMahon

Seconded by: Cllr Batchelor

Members agreed unanimously to the amendment.

**Resolved: To give support to an event in 2024, type to be confirmed.**

#### **EW891 SANTA FLOAT**

Between meetings, members had been advised that the Santa Float 2023 would take the form of a static display at four venues per day on Monday 4<sup>th</sup> December and Tuesday 5<sup>th</sup> December 2023. The start time at the first location would be 6pm, and the float would depart from the final location each day at 7.50pm. Helpers would be transported to each venue by car.

The float would visit Houghton Hall, and Bidwell West on Day 1, and Tithe Farm, Parkside and Linnere on day 2. Each venue would have a 20-minute stop, where Santa and helpers would give small gifts to the children. This would allow 10 mins travelling time to each venue.

It was felt that the float could visit more areas in Houghton Regis in this way, instead of taking the float on the road.

The Youth Council would be assisting, and Members confirmed their availability to support the float on each day.

**Resolved: 1) To note the report  
2) To confirm availability to support the float.**

#### **EW892 SANTA'S GROTTTO**

The Grotto decoration would take place on Friday 8<sup>th</sup> December from 12 noon, and members were requested to confirm their availability to help decorate the venue and to support the event on 9<sup>th</sup> December. Cllrs Farrell and McMahon confirmed they would be available to help.

Santa's Grotto would be taking place on Saturday 9<sup>th</sup> December 2023 from 10.00am, with a small craft market at the Bedford Square atrium, a face painter and children's entertainer. There would be an ice princess from 10.00-12.00 and two Santas: one from 10.00-11.45 and the other from 12.00-finish (2.00pm). Cllrs Batchelor and McMahon confirmed they would be available to help.

Sgt Konopka confirmed a PCSO was allocated to Bedford Square and a PC and PCSO would be walking the area.

- Resolved:**
- 1) **To note the report.**
  - 2) **To confirm availability to support the event.**

**EW893 PROGRAMME OF EVENTS 24/25**

At the meeting of 5<sup>th</sup> October 2023, the following programme of events was agreed:

- Pride of Houghton Awards 11<sup>th</sup> May 2024
- Skate Jam Event 22<sup>nd</sup> July 2024
- Open Air Cinema 23<sup>rd</sup> July 2024
- Houghton Rocks 7<sup>th</sup> September 2024
- Fireworks Display 2<sup>nd</sup> November 2024 (Saturday)
- Santa's Grotto 14<sup>th</sup> December 2024
- Easter Egg Hunt 12<sup>th</sup> April 2025

There was some discussion regarding holding an event for the 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June 2024 as there would be celebrations nationally to mark this. It was therefore suggested that 6<sup>th</sup> June 2024 be added to the events calendar, and that an event would not be held on 8<sup>th</sup> May 2024.

The budget requested to run the events was £52,000 and Members were provided with the anticipated breakdown of costs per event. The budget for 2024 had remained the same as 2023 in anticipation of the additional £8,000 from the UK Shared Prosperity Fund.

- Resolved:** **To note the programme of events and the budget information.**

**EW894 FUTURE EVENTS/QUESTIONS**

All the proposed events up until 31<sup>st</sup> December 2023 had been included on the agenda.

Events planned until the end of the Council Year in May 2024 were:

- Easter Egg Hunt (27<sup>th</sup> March 2024)
- Pride of Houghton Awards (11<sup>th</sup> May 2024)

There had been several nominations for the Pride of Houghton Award; however, it was felt that, while local organisations had already been contacted, the event should ideally be publicised further. It was suggested that nomination forms could be distributed at future events in Houghton Regis and could also be placed at venues such as Houghton Hall, the library and the visitors centre.

**The Chairman declared the meeting closed at 18:15pm**

**Dated this day of 1<sup>st</sup> February 2024**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**18<sup>th</sup> October 2023 at 11.00am**

Present:	Councillors:	Y Farrell E Cooper M Herber C Slough T McMahan	(Chairman)
	Police:	Sgt. Slav Konopka	Bedfordshire Police (Substitution)
	CBC	Stephen Blake	Safer Communities & Partnership Team
	Officers:	Ian Haynes  Tara Earnshaw Amanda Samuels	Head of Environmental & Community Services Community Services Manager Administration Officer

**CC386 APOLOGIES & SUBSTITUTIONS**

Apologies were received from PS Ryan Donaldson.

**CC387 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC388 MINUTES**

To approve the Minutes of the meeting held on 20<sup>th</sup> September 2023.

**Resolved: To approve the Minutes of the meetings held on 20<sup>th</sup> September 2023 and for these to be signed by the Chairman.**

**CC389 POLICE REPORT**

Members received a verbal update on crime and ASB issues.

Members were informed that September figures showed a drop of 6% compared to the same period last year. The following figures were reported:

*YFE*

- 21 serious acquisitive crime incidents had been reported which was a rise on the previous month; however, there was no raise in robberies, burglaries or motor vehicle thefts
- In total 227 crimes were reported where people were identified, charged or cautioned
- 44 calls relating to assault which was a rise of 10%
- High demand locations for crime included High Street and Bedford Square and Parkside Drive
- 50 incidents of anti-social behaviour were reported, 47 of which were related to the noise from off road vehicles. Parkside and High Street had the highest number of these incidents

Operation Hana figures for September were as follows:

- 80 hours of work had been carried out under Operation Hana
- 25 incidents were attended
- 22 vehicles stopped
- 6 vehicles recovered, including off-road bikes
- 6 traffic offence reports issued.

Under Operation Hana, patrol locations were: Bedford Square,; Manor Park; Neptune Square; Trident Drive; Chelsea Gardens; Tithe Farm Road; Hillborough Crescent; Recreation Road; Houghton Hall Park; Bidwell Hill; Lanes and alleys around St Andrew's Lane and Drury Lane. There had been no change in criminality that required an alteration to existing arrangements.

**Resolved:** To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted.

## CC390 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team provided an update. Members were advised that:

- Weapons sweeps had taken place at Tithe Farm Recreation Ground, Cemetery Road leading onto Dog Kennel Walk and the Academy of Central Bedfordshire
- The Engagement Team had attended:
  - Houghton Rocks
  - An engagement with residents of Manor Close in conjunction with Housing and a town councillor
  - Resident engagement at Dylan Court and Manning Court
  - Recreation Road and Bromley Gardens with Housing and the Community Policing Team in attendance. Information had been gathered at these meetings and forwarded to the local policing team
  - A pop up at the local library coffee morning

*gjk*

- Ownership of a known address had been taken back
- Assistance provided at Elm Park Close regarding vehicles with no tax or MOT. 12 vehicles had been reported to the DVLA

Members were also advised that a vigil would be taking place on 13<sup>th</sup> November and the Engagement Team would be meeting with the police to discuss support for this event.

Members highlighted ongoing issues to CBC that included:

- Gangs on bikes
- Use of garage blocks for drug dealing
- Parking at the Memorial Stone. CBC's assistance was requested in combatting the problem parking.
- Heavy lorries in the Sundon Road area were a problem. Additional signage would be explored as a solution to the issue. ANPR cameras were also proposed as a potential solution.
- Parking outside Costa Coffee

**Resolved: To note the report.**

#### **CC391 REDEPLOYABLE CCTV CAMERA LOCATIONS**

An update was requested on the new location for the camera on Parkside Drive. Members were informed that lamppost 13 had been identified as a suitable site and the Bedfordshire Police would follow up on this decision.

There had been an increase in anti-social behaviour and drug dealing at Neptune Drive and it was suggested that a camera should be reinstated on this site.

It was suggested to Members that additional cameras and an ANPR camera be considered to combat these problems and to carry out costings.

It was agreed for the cameras to be positioned at the sites below.

- Parkside Drive (Column 13)
- Hillborough Crescent
- Tithe Farm Road

**Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**

**The Chairman closed the meeting at 11.58am**

**Dated this 15th day of November 2023**



**Chairman**

*Yvonne Farrell*

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**15<sup>th</sup> November 2023 at 11.00am**

Present:	Councillors:	Y Farrell J Carroll E Cooper M Herber C Slough	(Chairman) (Substitute)
	Police:	Sp. Const. Rob Cross	Bedfordshire Police
	CBC:	Stephen Blake	Safer Communities & Partnership Team
	Officers:	Tara Earnshaw Ian Haynes  Amanda Samuels	Community Services Manager Head of Environmental & Community Services Administration Officer
	Apologies	Cllr T McMahon PS Ryan Donaldson	Central Bedfordshire Council Bedfordshire Police
	Absent	Sgt Slav Konopka	Bedfordshire Police

**CC392 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr McMahon (J Carroll substituted) and PS Ryan Donaldson.

**CC393 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC394 MINUTES**

To approve the Minutes of the meeting held on 18<sup>th</sup> October 2023.

Members were informed that CBC had been in contact with Bedfordshire Police regarding Public Space Protection Orders to establish how an analytical document might be produced. This especially related to car cruising and car meets and the impact on local communities. Chief Inspector Goldsmith had been involved and options were being considered for fact finding with other authorities and police forces who have used Public Space Protection Orders. A further update would be provided once these discussions had taken place.



**Resolved: To approve the Minutes of the meetings held on 18<sup>th</sup> October 2023 and for these to be signed by the Chairman.**

### CC395 POLICE REPORT

The representative from Bedfordshire Police was not in attendance to provide the official report; however, a brief update was given by Special Constable Cross.

There had been a substantial presence from the Community Team at Remembrance Sunday.

The Special Constabulary continued to support colleagues although they had experienced a drop in numbers to 68. There would be new intake in February but how many of the new recruits would be joining the team was yet to be confirmed.

3 Specials were on Operation Meteor in the motorbike section of the team tackling anti-social behaviour.

Special Constable Cross would source Special Constable recruitment material for Houghton Regis Town Council to place on social media.

**Resolved: For Operation Hana to focus on: Bedford Square, Manor Park, White House Close, Neptune Square, Trident Drive, Chelsea gardens, Tithe Farm Road, Hillborough Crescent, Recreation Rd and Houghton Hall Park.**

### CC396 CBC COMMUNITY & PARTNERSHIP UPDATE

The officer from Central Bedfordshire Council's Community & Partnership Team gave an update on the actions taken from the previous meeting.

- HGV vehicles along Sundon Road had been reported. A response was awaited from the highways team to establish whether there was sufficient signage;
- The managers of Nisa in Neptune Square had been approached regarding the faulty lighting and had stated that this was the responsibility of CBC. CBC had responded to say this was not their responsibility. It was highlighted that two lights were not working and it was the light above the canopy that required attention. A further visit to Nisa would take place to investigate further;
- Resident engagement was carried out at Eddiwick Avenue with Cllr McMahan; Parking will continue to prove a problem unless restrictions are introduced to the area;
- Overgrown hedges have been reported and are being investigated.

Engagement activities included the following:

- Patrols were carried out by the SLOs and the Engagement Team;
- A coffee morning had been attended at Johnson's Court where two knives had been handed in;



- Engagement had also taken place with the management team at Holland House;
- Police engagement had been carried out in Morrisons. At this event a resident had reported anti-social behaviour in Cemetery Road and a visit to the area had been arranged to gather further information;
- Berks Way had been visited with Cllr Goodchild and another visit would be required, along with Housing, in order to take statements from residents regarding current issues;
- Police had carried out engagement in Lidl but no concerns had been raised at this event.

Further items to note were:

- A weapons sweep was planned at Frogmore Road;
- Some new Shopwatch radios had been sourced and Morrisons, the petrol station and Costa now had radios. The petrol station reported that they had experienced a couple of drive aways; however, it was not their policy to accept pre-payment;
- Two Ring doorbells had been supplied to vulnerable families in Clarks Way and Recreation Road. A request had been submitted for a further two Ring doorbells;
- Issues relating to lighting around trees had been reported and a response was awaited;
- The SLOs assisted with police operations at a car meet and the vigil that took place earlier in the week;
- A number of business visits had been organised from the SLOs, the Business Officer and the Engagement Team across the whole of Houghton Regis;
- The Safer Communities and Partnership Team would be attending the switching on of the Christmas lights;

Two items were raised by the Chair: the first was that groups were congregating in the alleyway between Bidwell Hill and the High Street. It was agreed a patrol by SLOs would be scheduled to investigate the problem. The second item related to the lighting around the site that was formerly Thorn Lower School. Lights were out of action and needed to be replaced.

**Resolved: To note the report.**

#### **CC397 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

In light of the police report Members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed to leave the cameras in situ:

- Hillsborough Crescent
- Parkside Drive
- Tithe Farm Road

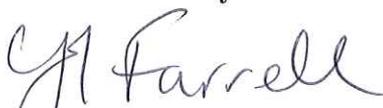
Problems remained around the stairs to the flats in Neptune Square and in the car park, where activities were not captured by CCTV. A redeployable camera had previously been in place but had been moved when the lamppost in Neptune Square was knocked down.

It was agreed that another camera was ideally required and could be included as an aspiration during the budget setting process.

**Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**

**The Chairman closed the meeting at 11.43am**

**Dated this 20<sup>th</sup> day of December 2023**

  
**Chairman**

19/02/2024

## Houghton Regis Town Council Current Year

Page 1

11:38

## Detailed Income &amp; Expenditure by Budget Heading 19/02/2024

Month No: 11

## Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>302 Community Services</u>								
1078 Grants & Donations Received	0	137	0	(137)			0.0%	
1091 Income Miscellaneous	0	2,800	2,500	(300)			112.0%	
Community Services :- Income	<b>0</b>	<b>2,937</b>	<b>2,500</b>	<b>(437)</b>			<b>117.5%</b>	<b>0</b>
4221 SUMMER PLAYScheme	0	5,354	5,500	146		146	97.3%	
4226 Youth services	571	6,008	5,000	(1,008)		(1,008)	120.2%	
4227 Community Services	220	4,969	6,000	1,031		1,031	82.8%	
4230 Public Toilets	1,850	18,250	21,800	3,550		3,550	83.7%	
4232 Christmas Lights	2,866	14,285	13,000	(1,285)		(1,285)	109.9%	
Community Services :- Indirect Expenditure	<b>5,507</b>	<b>48,867</b>	<b>51,300</b>	<b>2,433</b>	<b>0</b>	<b>2,433</b>	<b>95.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,507)</b>	<b>(45,930)</b>	<b>(48,800)</b>	<b>(2,870)</b>				
<u>303 Communications</u>								
4029 Promotional Material	0	0	1,500	1,500		1,500	0.0%	
4033 NEWSLETTER	0	2,733	6,000	3,267		3,267	45.5%	
4034 WEBSITE COSTS	0	215	500	285		285	43.0%	
Communications :- Indirect Expenditure	<b>0</b>	<b>2,948</b>	<b>8,000</b>	<b>5,052</b>	<b>0</b>	<b>5,052</b>	<b>36.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,948)</b>	<b>(8,000)</b>	<b>(5,052)</b>				
<u>304 Events</u>								
1094 Income from Sponsors	0	500	2,000	1,500			25.0%	
1097 Income - Council Events	0	3,446	4,000	554			86.2%	
Events :- Income	<b>0</b>	<b>3,946</b>	<b>6,000</b>	<b>2,054</b>			<b>65.8%</b>	<b>0</b>
4222 COMMUNITY EVENTS	635	47,846	51,000	3,154		3,154	93.8%	
Events :- Indirect Expenditure	<b>635</b>	<b>47,846</b>	<b>51,000</b>	<b>3,154</b>	<b>0</b>	<b>3,154</b>	<b>93.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(635)</b>	<b>(43,900)</b>	<b>(45,000)</b>	<b>(1,100)</b>				
<u>305 Community Grants</u>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	3,089	3,500	411		411	88.3%	
4218 Grants (WB) Project Scheme	0	2,392	4,000	1,608		1,608	59.8%	
4220 Grants (WB) Key Partners	200	12,016	11,626	(390)		(390)	103.4%	
4235 Cost Of Living Crisis Donation	400	4,350	6,000	1,650		1,650	72.5%	
4992 Trs from Earmarked Reserve	0	0	(1,500)	(1,500)		(1,500)	0.0%	
Community Grants :- Indirect Expenditure	<b>600</b>	<b>21,846</b>	<b>23,626</b>	<b>1,780</b>	<b>0</b>	<b>1,780</b>	<b>92.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(600)</b>	<b>(21,846)</b>	<b>(23,626)</b>	<b>(1,780)</b>				

Continued over page

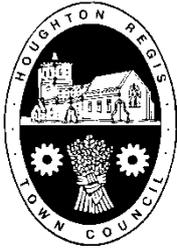
35 / 40

## Detailed Income &amp; Expenditure by Budget Heading 19/02/2024

Month No: 11

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 Community Safety</u>								
4046 Enviro - Crime	0	4,122	8,200	4,078		4,078	50.3%	
4059 OTHER PROFESSIONAL FEES	0	24,043	38,500	14,457		14,457	62.4%	
Community Safety :- Indirect Expenditure	<u>0</u>	<u>28,165</u>	<u>46,700</u>	<u>18,535</u>	<u>0</u>	<u>18,535</u>	<u>60.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(28,165)</u>	<u>(46,700)</u>	<u>(18,535)</u>				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	7	1,473	3,850	2,377		2,377	38.3%	
4106 Mayors Civic Events	15	3,190	3,250	60		60	98.2%	
4121 CIVIC REGALIA	0	196	300	104		104	65.3%	
4122 Civic Fund Expenses	0	0	200	200		200	0.0%	
4222 COMMUNITY EVENTS	25	25	0	(25)		(25)	0.0%	
Civic Services :- Indirect Expenditure	<u>47</u>	<u>4,884</u>	<u>7,600</u>	<u>2,716</u>	<u>0</u>	<u>2,716</u>	<u>64.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(47)</u>	<u>(4,884)</u>	<u>(7,600)</u>	<u>(2,716)</u>				
<u>399 Community Capital &amp; Projects</u>								
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(6,000)</u>	<u>(6,000)</u>				
Community Services :- Income	0	6,883	8,500	1,617			81.0%	
Expenditure	6,788	154,556	194,226	39,670	0	39,670	79.6%	
<b>Movement to/(from) Gen Reserve</b>	<u>(6,788)</u>	<u>(147,673)</u>						
Grand Totals:- Income	0	6,883	8,500	1,617			81.0%	
Expenditure	6,788	154,556	194,226	39,670	0	39,670	79.6%	
<b>Net Income over Expenditure</b>	<u>(6,788)</u>	<u>(147,673)</u>	<u>(185,726)</u>	<u>(38,053)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(6,788)</u>	<u>(147,673)</u>						



---

**COMMUNITY SERVICES COMMITTEE****Agenda Item 13.**

---

<b>Date:</b>	<b>26<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Community Services Committee.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

---

**1. RECOMMENDATION**

*There are no recommendations arising from this report.*

**2. BACKGROUND**

In accordance with the committee functions, a review of the committee's income and expenditures should be undertaken periodically. Accordingly, this report is presented at each committee meeting, detailing the income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

**3. ISSUES FOR CONSIDERATION**

*Community Services (302)*

302-1091 Income Miscellaneous - The amount received from community service events exceeded its budget.

302-4221 Playscheme & Family Trips - Expenditure incurred for the summer trip, the Mobile Farm event, the inflatable event and the Magic Show event.

302-4226 Youth Services - Various small items of expenditure were incurred to support the Youth Council, plus funds were used for enhanced activity.

302-4227 Community Services - Various items of expenditure incurred to support the Southend trip and other approved activities.

302-4230 Public Toilets - Covers cleaning and consumables for the town centre toilets.

302-4232 Christmas Lights - £1,285 needs to be recorded to 399/4804

*Communications (303)*

303-4029 Promotional Material - No expenses incurred to date.

303-4033 Town Crier - Expenditure incurred relates to the production and delivery of the Crier. Editions are due in Sept / Oct and February / March.

303-4034 Website costs - Budget provided to support website adjustments—Expenses incurred to date in line with purpose.

*Events (304)*

304-1094 Income from Sponsors – Income generated from sponsorship of events.

304-1097 Income from events - This is from Houghton Regis Carnival and Houghton Rocks bookings.

304-4222 Community Events - Expenditure relates to Jubilee, Carnival, Skate Park, Houghton Rocks, outdoor cinema, and Christmas events.

*Community Grants (305)*

305-4203 Mayors Christmas Appeal Fund - Annual expenses incurred around the Christmas period.

305-4218 Small Projects grants - £2,392 incurred to date, with £1,608 available.

305-4220 Key Partner grants - £12,016 incurred to date.

305 4235 Cost of Living Crisis donation - The Council decided to make up to £500 per month available to local organisations to support residents during the cost of living crisis.

*Community Services (306)*

306-4046 – Enviro Crime - Includes monitoring from CBC for re-deployable cameras and the bulk waste project. Invoices are yet to be received—no expenses have been incurred to date.

306-4059 Other Professional Fess - Expenses incurred to date in line Op Hana

*Civic Service (307)*

307-4101 Mayors Allowance - Expenses incurred in line with Mayor's allowance.

307-4106 Mayors Civic Events – Civic Service Organist.

307-4121 Civic Regalia – This will be overspent at year's end due to urgent repairs required.

307-4122 Civic Fund expenses - No expenses incurred to date.

307 4222 Community events - This is a miscode and will be rectified.

#### *Community Capital & Projects (399)*

399-4804 Christmas Lights - No expenses incurred to date. However, £1,285 needs to be recorded from 302-4232 Christmas Lights.

## **6. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications arising from this report

### **Legal Implications**

- There are no legal implications arising from this report

### **Financial Implications**

- There are no financial implications arising from this report

### **Risk Implications**

- There are no risk implications arising from this report

### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project/issue does not discriminate.

### **Press Contact**

There are no press implications arising from this report.

## **6. CONCLUSION AND NEXT STEPS**

Proactive monitoring of the budget will put the council in good stead going forward and help ensure that expenditure and income targets are met.

There are no issues or areas of concern to highlight in this report.

## **7. APPENDICES**

**Appendix A:**  
attached.

Income & Expenditure Report – Dated 19<sup>th</sup> February 2024 is